

Wall Street Prep Excel

Which of the following keys IS NOT a way to trace precedent cells?

(Ans- Ctrl Alt [

Please select the answer that best describes the shortcut to

Split (not freeze) an excel sheet into just two panes (top and bottom)

To navigate from pane to pane

(Ans- 1. With the active cell on any row but in column A, hit Alt W S to split the panes to a top and bottom. 2. Hit F6 to jump from pane to pane (in some versions of Excel you will need to hit F6 several times to get from one pane to the other).

You are in cell A1 and start a formula by typing = in a worksheet with split top and bottom panes. In order to jump to the bottom pane while working on the formula:

(Ans- Hit F6

If I want to add the title "Company Financials" in cell A1 ensure that all columns are the same width across all the worksheets in my workbook, how would I do that?

(Ans- 1. Group the wroksheets by hitting Ctrl Shift and use the PageUp/Down keys to select the worksheets. 2. In the active sheet type in "Company Financials" in A1 and apply the desired width to all columns 3.

Remember to hit Ctrl Pageup or Pagedown to make sure that future edits only apply to active sheet.

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What is the keyboard sequence to

1) Group highlighted columns (but not to hide group)

2) Hide the group (will show a + sign above the column)

3) Show the group (will show a + sign above the column)

(Ans- 1. Shift Alt Right Arrow 2. Alt a h 3. Alt a j

What is the keyboard shortcut to open the paste special dialog box?

(Ans- Alt e s or Alt h v s

What is the keyboard shortcut to freeze panes within a worksheet?

(Ans- Alt W F F